

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS  
2019 JUL -9 AM 9:37

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Microsoft Corporation

Travel date(s): May 29th- 31st, 2019

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Additional page attached

7/9/19  
(Date)

Reed Cook  
(Printed name of traveler)

Reed Cook  
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

7/9/19  
(Date)

Agne J. Witek  
(Signature of Supervising Senator/Officer)

Additional page to describe all meetings and events attended adhering to Senate rule 5.2 (C) (6)

**All meetings took place on Thursday May 30, 2019**

- 1) Welcome and opening remarks
- 2) Facial Recognition and Artificial Intelligence meeting – discussed ethics and how this technology is being applied today and in the future
- 3) Demo of technologies including O365, Azure IoT, Hololens, Machine learning. Demoed how customers are using these technologies.
- 4) Discussion on environmental focus for Microsoft
- 5) Inclusive Controller demo by Xbox team – how their new controller is helping disable people participate in the gaming industry
- 6) Toured microsoft research facilities
- 7) Toured Azure cloud collaboration facility
- 8) Debriefing meeting with Microsoft host team to get our feedback
- 9) Group dinner at pike place market - dinner with hosts

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# EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC APR29'19PM12:43

Name of Traveler: Reed Cook

Employing Office/Committee: Committee on Commerce, Science, and Transportation

Private Sponsor(s) (list all): Microsoft

Travel date(s): May 29th-31st, 2019 *RHC*

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Redmond, WA

Explain how this trip is specifically connected to the traveler's official or representational duties:

I work on issues relating to technology and innovation on the Commerce Committee's subcommittee on Communications, Technology, Innovation, and the internet. Attending this trip to Microsoft will be a learning experience that will benefit my work on the committee. Microsoft has planned speakers and demonstrations centered around emerging technology. This is especially important, as there are a number of technology issues that are facing the committee this year. As the committee works through these technology issues, knowledge of how the technology works in the real world will benefit my ability to form good policy.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/29/2019  
(Date)

*Reed Cook*  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Roger F. Wicker hereby authorize Reed Cook  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

April 29, 2019  
(Date)

*Roger F. Wicker*  
(Signature of Supervising Senator/Officer)



## Microsoft Campus Visit

### Details

Event	Congressional Staff Campus Visit
Date	Wednesday, May 29th, 2019 – Friday, May 31 <sup>st</sup> , 2019
Location	Microsoft Campus 16070 N.E. 36th Way Redmond, WA 98052
Primary Contact	Kelly Eaton +1 (703) 627-2051 <a href="mailto:Kelly.Eaton@microsoft.com">Kelly.Eaton@microsoft.com</a>
Alternate Contacts	Scott McCullers +1 (904) 228-3614 <a href="mailto:Scott.McCullers@microsoft.com">Scott.McCullers@microsoft.com</a>

### Schedule

#### Wednesday, May 29, 2019

Start	Stop	Subject/Speaker	Location
6:55 pm	9:50 pm	Alaska Airlines Flight 0003	DCA to SEA
9:50 pm	10:00 pm	Arrival at SeaTac Airport Seattle, WA	
10:00 pm	10:30 pm	Shuttle bus to hotel HOTEL <a href="#">Kimpton Palladian</a>	2000 2nd Avenue, Seattle, WA 98121

#### Thursday, May 30, 2019

Start Time	Stop Time	Subject/Speaker	Location
7:30 am	7:45 am	Gather in Hotel Lobby	
7:45 am	8:15 am	Shuttle Departs for Microsoft	
8:15 am	9:00 am	Board Shuttle to Microsoft Welcome and Opening Remarks	Executive Briefing Center 16070 NE 36th Way

*Microsoft staff will present an overview of Microsoft including our culture, journey, values, footprint in the Puget Sound, and overview of the presentations and content during the day.*

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Start Time	Stop Time	Subject/Speaker	Location
9:00 am	10:00 am	Facial Recognition and Artificial Intelligence Rich Sauer, Vice President, Deputy General Counsel  <i>Rich Sauer will present and lead a discussion of Artificial Intelligence including facial recognition, ethics and how this technology is being applied today and in the future. Q&amp;A to follow.</i>	Executive Briefing Center 16070 NE 36th Way
10:00 am	11:00 am	DEMO Digital Transformation #InRealLife  <i>Digital Transformation #InRealLife (DTIRL) brings to life real world customer stories across key solution areas and industries at the Redmond EBC. Participants will watch staff showcase the latest and greatest MS customer stories out there highlighting our technologies including O365, Azure IoT, Hololens, Machine learning, and more. Participants will also experience a hands-on demonstration of Hololens technology.</i>	Executive Briefing Center 16070 NE 36th Way
11:00 am	11:15 am	Walk to MS Treehouses	Building 32 3620 163rd Ave NE
11:15 am	12:15 pm	AI for Earth Lucas Joppa, Chief Environmental Officer  <i>Lucas Joppa will present Microsoft's approach to solve global environmental challenges in the key focus areas of climate, agriculture, water, and biodiversity. Participants will hear a presentation of how our technology AI for Earth works to advance sustainability across the globe.</i>	Microsoft Treehouses
12:15 pm	12:30 pm	Board MS Shuttle to Microsoft Commons	
12:30 pm	1:20 pm	Lunch <i>Individual dining cards provided to each attendee</i>	Microsoft Commons 15255 NE 40th Street
1:20 pm	1:30 pm	Walk to Studio B	Studio B 15101 NE 40th Street



Start Time	Stop Time	Subject/Speaker	Location
			~5 minutes
1:30 pm	2:30 pm	Inclusive Tech Lab: Accessibility and Xbox Evelyn Thomas, Senior Program Manager  <i>The Inclusive Tech Lab is a Microsoft space dedicated to inclusive gaming. When people come to the lab, we introduce them to the social model of disability through the lens of gaming. Participants will hear from the presenter Microsoft's story of diversity, inclusion, accessibility, privacy, and online safety. They will see and participate in a hands-on demonstration of the adaptive controller</i>	Studio B   1960
2:30 pm	2:45 pm	Walk to Building 99	Building 99 14820 NE 36th Street ~8-10 minutes
2:45 pm	3:45 pm	Microsoft Research Lab Michel Pahud., Principal Researcher  <i>The Redmond lab is at the hub of Microsoft Research's globe-spanning organization that fosters open collaborations with partners throughout industry and academic institutions as well as Microsoft product teams. Participants will receive a presentation on Microsoft's global Research footprint, will walk through the hardware lab to see the tools used by the team, and see a demonstration of new technologies currently being tested.</i>	Building 99 14820 NE 36th Street
3:45 pm	4:00 pm	Microsoft Shuttle to Building 42	Building 42 15590 NE 31st Street
4:00 pm	4:30 pm	Azure Cloud Collaboration Center Tour Jen Blair, Senior Program Manager  <i>The ACCC is designed to offer customers a window into the massive scale of Microsoft's cloud management demonstrating the operational capabilities required to deliver a highly reliable cloud platform, at scale</i>	Building 42



Start Time	Stop Time	Subject/Speaker	Location
		<i>around the globe, and to inspire customers with examples of how the Microsoft Cloud empowers them to transform their businesses. Participants will take a walking tour through the center where the guide will showcase customer examples of cloud technology through storytelling, video, and product demonstrations.</i>	
4:30 pm	4:35 pm	Walk to Building 41 Puffin	~ 5 min walk
4:35 pm	5:15 pm	Discussion and Summary  <i>US Government Affairs team members will lead the group in a final discussion to summarize the themes of the day including the importance of privacy, ethics in AI and facial recognition, the Internet of Things, Azure and cloud services, accessibility in gaming, research, and cybersecurity. Participants will be asked to discuss what they learned and dialogue on questions and next steps.</i>	Building 41 Puffin Conference Room (outdoors between bldgs. 40-41)
5:15 pm	5:45 pm	Depart Microsoft for Hotel	
6:15 pm	6:30 pm	Meet in Hotel Lobby   Depart for Dinner	
6:30 pm	8:00 pm	Group Dinner in Pike Place Market	<u>Red Cedar &amp; Sage</u> <u>redcedarandsage.com</u> <u>1501 Pike Pl Ste 200,</u> <u>Seattle, WA 98101</u>

Thursday, May 31, 2019

Start	Stop	Subject/Speaker	Location
5:30 am	6:00 am	Shuttle from hotel to airport	
8:05 am	4:25 pm	Depart SeaTac, Seattle, WA Alaska Airlines Flight 0004	DCA to SEA
4:25 pm		Arrive at DCA, Washington, DC	

5/31/2019 4:25 PM

Name	Title
Alexis Aafedt	Legislative Assistant
John Connell	Chief of Staff
Harry Kumar	Senior Legislative Assistant
Anant Raut	Counsel
Sarah Venuto	Staff Director
Elizabeth Jurinka	Chief Health Advisor
Tony McClain	Staff Director
Michael Casey	Staff Director
Eric Bursch	Staff Director
Laura Schiller	Staff Director
Paul LaPointe	Senior Policy Advisor
Brigid Houton	Senior Advisor
Charles Kieffer	Staff Director
Jean Toal Eisen	Deputy Staff Director
Homer Carlisle	Professional Staff Member
Lance West	Deputy Staff Director
Rebecca Higgins	Professional Staff Member
Mary Repko	Staff Director
Joshua Sheinkman	Staff Director
	Chief International Competitiveness and Innovation Advisor
Jayme White	Advisor
Jessica Lewis	Staff Director
Laurel Sakai	Senior Health Policy Counsel
Evan Schatz	Staff Director
Michelle Benecke	Advisor
James Rice	Legislative Director
Daniel Ulmer	Deputy Chief of Staff
Dan Dunham	Military Legislative Assistant
Andrew Forbes	Legislative Director
Thomas Bush	Legislative Director
Bryn Stewart	Legislative Director; General Counsel
Nic Adams	National Security Advisor
Sean Cooksey	Special Counsel
Chris Marohl	Senior Policy Advisor
Lauren Reamy	Legislative Director
Dan Burgess	Legislative Director
Jeffrey Jezierski	Legislative Assistant
John Abegg	Chief Counsel
Tracy Henke	Policy Director
	Senior Rural Development, Energy, and Transportation Professional Staff Member
Darin Guries	
Chris Conlin	Tax Counsel





Jennifer Duck	Staff Director
Andy Heiman	Senior Advisor
Colin Anderson	Tech Policy Advisor
Heather Sawyer	General Counsel
Beatrice Pollard	Legislative Assistant
Andrew Crawford	Counsel
David Pendle	Chief Counsel
Alex Aronson	Senior Counsel
Jene McNeill	Legislative Director
Chris Tuck	Majority Floor Assistant
Erica Soares	Policy Advisor
Scarlet Samp	Liasion to Leg Directors
Jon Adame	General Counsel
Jessica Vu	Chief Counsel
Andy Lock	Leg Assistant
Stephen Tausend	Leg Director
Courtney Temple	Leg Director
Crystal Tully	Deputy Staff Director
Matthew Plaster	Professional Staff Member
Olivia Trusty	Policy Director
Nick Rossi	Deputy Staff Director; General Counsel; Policy Director
Chapin Gregor	Investigative Counsel
Carter Burwell	Counsel
Ryan Dattilo	Counsel
Richard DiZinno	Chief Counsel, National Security and Crime
Joe Keeley	Counsel
Kyle McCollum	Counsel
Will Payne	Chief Counsel
Franci Rooney	Counsel
Conor McGrath	LA
Judd Stone	Chief Counsel
Ben Wilson	Counsel
Josh Divine	Deputy Counsel
Rita Lari Jochum	Chief counsel
Phil Alito	Chief Counsel
Sean Pugh	FTC Detailee
Brian Walsh	Professional Staff Member
Chris Barkley	Deputy Chief of Staff for Policy
Alex Sachtjen	Legislative Assistant
Sarah Stone	Chief Counsel & Senior Advisor
Paige Waltz	Digital Director
Joel Wellum	Legislative Assistant
Ryan Leavitt	Legislative Director
Erica Andeweg	Legislative Assistant

Sam Mulopulos	Legislative Assistant
Kyle Plotkin	Chief of Staff
Brendan Plack	Chief of Staff
Charles Flint	Chief of Staff
Stacy McBride	Chief of Staff
Toni Marie Higgins	Chief of Staff
Joel Brubaker	Chief of Staff
Mark Gruman	Chief of Staff
Jason Theilman	Chief of Staff
Richard Perry	Chief of Staff
Aaron Cummings	Chief of Staff
Megan Whittemore	Chief of Staff
Jennifer DeCasper	Chief of Staff
Lee Holmes	Staff Director
John Keast	Staff Director
Aaron Cummings	Chief of Staff
Mark Warren	Chief Tax Counsel
Dan Kunsman	Staff Director
Michelle Barlow Richardson	Chief of Staff
James Quinn	Chief of Staff
Robyn Engibous	Deputy Chief of Staff
Sam Love	Senior Policy Advisor
Victoria Flood	Senior Policy Advisor
Michael Essington	General Counsel
Collin Lomagistro	Legislative Assistant
Wally Hsueh	Deputy Legislative Director
Joshua Sizemore	Senior Policy Advisor
Chris Farrar	Legislative Assistant
Blake Chindler	Senior Policy Advisor
Jason Stverak	Deputy Chief of Staff
Tyler Hardy	Legislative Assistant
William Henderson	Chief of Staff
James Gimbi	Cybersecurity & Technology Fellow
Jackie Zeckman	Chief of Staff
Sue Ramanathan	Senior Counsel



## Details

## Schedule

Start Time	End Time	Subject/Speaker	Location
6:55 pm	9:50 pm	Alaska Airlines Flight 0003	DCA to SEA
9:50 pm	9:50 pm	Arrival at SeaTac Airport	
		<i>Meet the shuttle driver at baggage claim for flight 0003 carrying a "Microsoft" sign. Calista Mayer from OPUS Agency will be on site with the driver.</i>	
10:15 pm	10:40 pm	Shuttle bus to hotel	
10:40 pm		HOTEL: <u>Kimpton Palladian</u>	Kimpton Palladian 2000 2nd Avenue Seattle, WA 98121

Start Time	End Time	Subject/Speaker	Location
7:30 am	8:00 am	Gather in Hotel Lobby for Breakfast	Kimpton Palladian
8:00 am	8:30 am	Shuttle Departs for Microsoft	
8:30 am	9:00 am	Welcome and Opening Remarks Alli Halataei, Director of Congressional Affairs	Executive Briefing Center



Start Time	End Time	Subject/Speaker	Location
		<i>Overview of Microsoft including our culture, journey, values, footprint in the Puget Sound, and overview of the presentations and content during the day.</i>	Room 7 16070 NE 36th Way Redmond, WA 98052
9:00 am	10:00 am	Facial Recognition and Artificial Intelligence Natasha Crampton, Senior Attorney Jaquelyn Kronen, Principal Ethic Strategist  <i>Rich, Michael, and Natasha will present and lead a discussion of Artificial Intelligence including facial recognition, ethics, and how this technology is being applied today and in the future. Q&amp;A to follow.</i>	EBC   Room 7
10:00 am	11:00 am	DEMO Digital Transformation #InRealLife Brett Reifers, Business Program Manager, Demos  <i>Digital Transformation #InRealLife (DTIRL) brings to life real world customer stories across key solution areas and industries at the Redmond EBC. Participants will watch staff showcase the latest and greatest MS customer stories highlighting our technologies including O365, Azure IoT, HoloLens, Machine learning, and more. Participants will also experience a hands-on demonstration of HoloLens technology.</i>	EBC   #IRL Demo Pods
11:00 am	11:15 am	Walk to Microsoft Treehouses	Treehouses 3620 163rd Ave NE ~5 minutes <i>Located behind B31</i>
11:15 am	12:15 pm	AI for Earth Lucas Joppa, Chief Environmental Officer  <i>Lucas Joppa will present Microsoft's approach to solve global environmental challenges in the key focus areas of climate, agriculture, water, and biodiversity. Participants will hear a presentation of how our technology AI for Earth works to advance sustainability across the globe.</i>	Treehouse   OMS-1
12:15 pm	12:30 pm	Board Microsoft Shuttle to Microsoft Commons	
12:30 pm	1:20 pm	Lunch	Microsoft Commons 15255 NE 40th Street





Start Time	End Time	Subject/Speaker	Location
		<i>Individual dining cards will be provided to each attendee. A map of dining options is included in your folder.</i>	Redmond, WA 98052
1:20 pm	1:30 pm	Walk to Studio B	Studio B   1960 15101 NE 40th Street ~5 minutes
1:30 pm	2:30 pm	Inclusive Tech Lab: Accessibility and Xbox Brannon Zahand, Senior Program Manager, Gaming  <i>The Inclusive Tech Lab is a Microsoft space dedicated to inclusive gaming. When people come to the lab, we introduce them to the social model of disability through the lens of gaming. Participants will hear from the presenter Microsoft's story of diversity, inclusion, accessibility, privacy, and online safety. They will see and participate in a hands-on demonstration of the adaptive controller.</i>	Studio B   1960
2:30 pm	2:45 pm	Walk to Building 99   3300	14820 NE 36th Street ~8-10 minutes
2:45 pm	3:45 pm	Microsoft Research Lab Sandy Blyth, Managing Director MSR Outreach Michel Pahud, Principal Research Developer  <i>The Redmond lab is at the hub of Microsoft Research's globe-spanning organization that fosters open collaborations with partners throughout industry and academic institutions as well as Microsoft product teams. Participants will receive a presentation on Microsoft's global Research footprint; will walk through the hardware lab to see the tools used by the team, and see a demonstration of new technologies currently being tested.</i>	B99   Research Lab
3:45 pm	4:00 pm	Microsoft Shuttle to Building 42	Building 42 15590 NE 31st Street
4:00 pm	4:30 pm	Azure Cloud Collaboration Center Tour  <i>The ACCC is designed to offer customers a window into the massive scale of Microsoft's cloud management demonstrating the operational capabilities required to deliver a highly reliable</i>	Building 42   ACCC Located on the second floor.



## Attendees

Name	Affiliation
Stephanie Peters	Director of Congressional Affairs, Microsoft
Alli Halataei	Director of Congressional Affairs, Microsoft
Chan Park	Director of Congressional Affairs, Microsoft
John Sampson	Managing Director, Azure Government Affairs, Microsoft
Kelly Eaton	Director of MSPAC, Microsoft
Angel Smith	Director, Azure Government Affairs, Microsoft
Michaela Berendt	Coordinator, MSPAC, Microsoft
Scott McCullers	Coordinator, US Government Affairs, Microsoft
Natasha Crampton	Senior Attorney, Microsoft
Jacquelyn Krones	Principal Ethics Strategist
Lucas Joppa	Chief Environmental Officer, Microsoft
Brannon Zahand	Senior Program Manager, Gaming, Microsoft
Sandy Blyth	Managing Director, MSR Outreach, Microsoft



Michel Pahud      Principal Research Developer, Microsoft

### External Participants:

Yvette Badu-Nimako      Legislative Director, House Committee on Oversight and Reform

Michael Taggart Legislative Director, Rep. Cathy McMorris Rogers (R-WA)

[illegible]

Moira Bergin	Staff Director, Rep. Cedric Richmond (D-LA)
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Reginald Darby Legislative Director, Rep. Greg Steube (R-FL)

Reed Cook                      Research Assistant, Senate Commerce

Jon Towers                      Staff Director, House Veteran's Affairs Committee

Jenna Spealman Policy Director, House Committee on the Budget

Emily Greene      Legislative Assistant, Rep. Jim Jordan (R-OH)

Jeremy Nordquist      Chief of Staff, Rep. Tom O'Halleran (D-AZ)

Krystal Ka'ai	Executive Director, Congressional Asian Pacific American Caucus
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## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Microsoft Corporation
2. Description of the trip: Microsoft is organizing a trip to highlight innovation, showcase emerging technologies, and discuss policy issues important to the tech sector.
3. Dates of travel: May 29th - 31st, 2019
4. Place of travel: Washington, D.C. to Redmond, WA
5. Name and title of Senate invitees: See attached attendee list, accepting first 15 to RSVP
6. I *certify* that the trip fits one of the following categories:  
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
**OR**  
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
**AND**  
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
**AND**  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

~~OR~~

- ☒ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

~~OR~~

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

Attendees are flying from Washington, D.C. (DCA) to Seattle, WA (SEA). In order to participate in a full day of sessions they must arrive the day before and depart the day after.

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Microsoft is organizing and conducting this trip to highlight innovation, showcase emerging technologies and discuss the policy issues important to the tech sector. As the sole Sponsor, Microsoft has planned the agenda, speaker sessions, and tour on the Microsoft Campus, along with trip logistics.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Microsoft's mission is to empower every person and every organization on the planet to achieve more, particularly through Information Technology. This trip allows Microsoft to educate and engage Senate staff on the policy implications of technology, with the goal to empower and enrich the lives of others.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Microsoft has hosted similar trips in each of the last 5 years and had previously hosted the trips in the early 2000s.



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Microsoft hosts various events (forums, receptions, roundtable discussions, internship programs, and tours) on its multiple campuses that educate and bring together business partners, employees, students, and the public focusing on areas of IT innovation, computer science education, products/devices, and more.

**16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$717.52 RT, economy fare  \$150 ground transportation	\$189 per night for two nights	\$76, one day	None

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

**b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation**

**18. Reason for selecting the location of the event or trip**

**Redmond, WA is the Global Headquarters for Microsoft and allows staff to meet with Microsoft researchers and technologists while also visiting/participating in tours like the innovation lab.**

**19. Name and location of hotel or other lodging facility:**

## Kimpton Palladian Hotel

**2000 2nd Avenue, Seattle, WA 98121**

**20. Reason(s) for selecting hotel or other lodging facility:**

**Can accommodate the Per Diem for lodging in May which is \$189 / night**

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging and meals provided are equal to per diem rate

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Air travel is being provided, economy class only. Alaska Flight 0003 and 0004. Ground transportation is also being provided to / from the airport, from the hotel to Microsoft campus, dinner, and return to hotel.

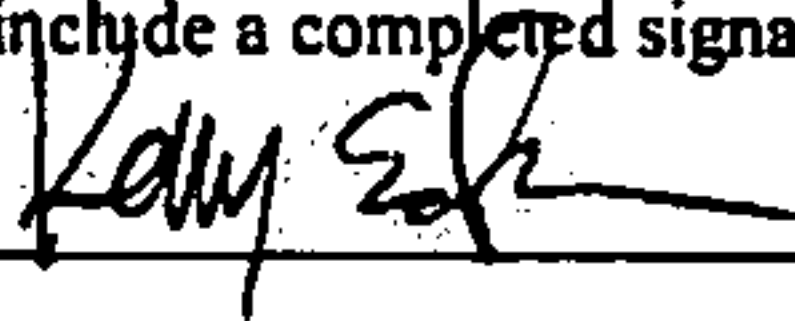
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: Kelly Eaton; Director

Name of Organization: Microsoft

Address: One Microsoft Way, Redmond WA 98052

Telephone Number: 1 (202) 831-6468

Fax Number: N/A

E-mail Address: Kelly.Eaton@Microsoft.com

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